



HUMAN RESOURCES & RISK MANAGEMENT DEPT
205 LAWRENCE STREET, MARIETTA, GA 30061
AN EQUAL OPPORTUNITY EMPLOYER
24-HOUR JOB LINE (770) 794-5571
Web Site: www.mariettaga.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE ASSISTANT II

JOB NUMBER: 14-107

DEPARTMENT: PUBLIC WORKS

SALARY RANGE: Pay Grade 109 (Not Exempt) **Hiring Range:** \$14.38 to \$15.87hr.

Performs complex secretarial, administrative, and clerical work of a diverse nature. Performs specialized secretarial/clerical duties which require in-depth knowledge of the organization, programs, policies and procedures of the department and a general knowledge of other City programs. Duties performed consist of diverse and specialized tasks which require application of involved processes and/or procedures. Work performed may require familiarity with the terminology used in the assigned area, in addition to excellent typing and/or Dictaphone/shorthand skills. Provides principal secretarial support for a city department usually having several divisions; and/or has primary responsibilities of a Recording Secretary and frequently attends meetings of several major/official boards, commissions. Assignments are usually performed with general instructions, guidance and minimal supervision.

ESSENTIAL JOB FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Classifies, codes, consolidates, and posts information for confidential or technical reports (i.e., minutes, reports, documentary files, inspections, permits and licenses, and other complicated documents) in an established filing system containing varied subject matter files; may also index and file material; may retrieve information from microfilm/micro-fish.
- Compiles data within specific accounting area for preparation of financial reports and statements; assembles and compiles data used for preparing budgets and prepares reports as required.
- Gathers and organizes information from various sources (i.e., index cards, logs, work orders, reports, etc.) and types statistical reports.
- Researches varied records and files, retrieves and provides information according to department policy; may summarize data and prepare reports.
- May interview and assist persons in completing applications, permits, or licenses; reviews and verifies accuracy of information submitted (applications, licenses, plans, etc.); explain department policy and/or code requirements.
- May take dictation and transcribe memorandums, statements, reports, minutes and other material.
- Types and transcribes lengthy technical, statistical, and/or financial information using word processing equipment.
- Creates forms, formats, statistical graphs, charts, and other unique typing jobs; reviews and reconstructs material for proper format, grammar, continuity, and punctuation to ensure final document is complete and accurate.
- Establishes and maintains electronic document retention files to include the identification, indexing, and storage of information on appropriate mediums.
- Attends meetings and conferences; takes and transcribes minutes and makes the necessary distributions.
- Composes and types correspondence of a routine nature; revises and develops formats for forms and reports.



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MARIETTA POWER &
MARIETTA WATER**



ESSENTIAL JOB FUNCTIONS (continued):

- Collects and organizes data from various sources and prepares routine and periodic reports; may tabulate and verify totals.
- Establishes and maintains a comprehensive filing system; maintains and updates office manuals.
- Receives telephone calls and provides information regarding the operations and procedures of the assigned area; refers difficult or unusual situations to supervisor; may perform office reception duties.
- Answers difficult inquiries and customer complaints, explains functions and services of department; requests action from proper department and records action taken/results obtained.
- Maintains appointment calendar and schedules appointments as instructed; advises supervisor of important meetings; makes travel arrangements as requested.
- Maintains time and attendance records and may prepare payroll for the supervisor's signature.
- Monitors office supply inventory and prepares requisitions for supplies, printing and other services.
- Operates computer and other office equipment.

QUALIFICATIONS:

- High school diploma or GED equivalent and completion of six months vocational training in secretarial science required, plus five years of related experience performing progressively responsible secretarial and administrative work, including office management and use of advanced computer skills in Word, Excel, Outlook and PowerPoint. An equivalent combination of education and experience may be considered.
- Considerable knowledge of English composition, general math, and office practices and procedures. May be required to become a Public Notary.
- Skill in providing excellent customer service, including the ability to communicate effectively with the public and at all levels of the organization.
- Skill and ability to operate personal computer, various office equipment and software/programs such as: scanners, copiers, Microsoft Office Suite, AS400 etc.
- Ability to multi-task, set priorities, meet deadlines, and manage competing priorities.
- Ability to type 60 cwpm, take and transcribe dictation at a prescribed rate of 60 wpm. Ability to compose and proofread correspondence/documents, and prepare both written and oral comprehensive reports.
- Ability and willingness to establish and maintain effective working relationships with other employees and the general public. Ability to communicate effectively both orally and in writing.
- Ability to operate a Dictaphone and/or use shorthand skills if required by department.
- Ability to understand and interpret financial relationships both from budget aspects and market data. Ability to work independently, maintain confidentiality and adhere to established routines and practices.
- Ability to learn codes/procedures of assigned area, and to maintain moderately complex records.

REQUIREMENTS: CREDIT AND CRIMINAL BACKGROUND CHECK. SUCCESSFUL COMPLETION OF A COMPUTERIZED TYPING TEST ACHIEVING A MINIMUM SCORE OF 60 CWPM. **TEST MUST BE COMPLETED AT TIME OF APPLICATION IN THE HUMAN RESOURCES DEPARTMENT OFFICE.** SUCCESSFUL COMPLETION OF A 6-MONTH WORKING TEST PERIOD. *Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.*

CLOSING DATE: **NOVEMBER 12, 2014**



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